



# CHANGE SCHOOLS PARTNERSHIP TRUST

## Control or Restraint of Pupils Policy

Date of Policy: Autumn 2013  
Date Adopted: Autumn 2013  
Date for Review: Autumn 2016

The Education Act 1996, Section 550A states that *'schools will have an explicit power to use reasonable force to restrain pupils to prevent them from committing a crime, causing injury to themselves or others, causing damage to property, or causing serious disruption.'*

CHANGE Partnership adheres to the principles that underpin the Physical Intervention Policy (2006) written by Essex County Council.

On the rare occasion that there is no alternative to restraining pupils physically, only the minimum necessary force will be used taking into account all the circumstances. Any such intervention should only be made when it is likely to succeed, ideally more than one adult will be present. The purpose of any intervention is to restore safety and restraint will not be continued longer than necessary.

Definition:

The term physical intervention is used as defined in the DfE guidance:

***“Restrictive Physical Interventions involve the use of force to control a person’s behaviour and can be employed using bodily contact, mechanical devices or changes to the person’s environment.”***

Prior to any restraint, the teacher will have tried a number of other measures such as a brief period of withdrawal from the point of conflict into a calmer environment. At CHANGE Partnership the key principles are followed:

- The use of restraint will always be used as a last resort when all other attempts to control a pupil have failed.
- During an incident of restraint the minimum force necessary will be used.
- The pupil will continuously be offered the opportunity to regain self control.
- Restraint will never be carried out in anger.
- When restraining, gender or cultural difference will be taken into account.

The following members of staff are authorised to restrain a pupil if the circumstances require this action to be taken.

- Headteacher
- Deputy Headteacher
- SENCo
- Teachers
- Lead Pastoral Mentor
- Higher Learning Teaching Assistants
- Learning Support Assistants
- Senior Mid-day Assistant
- Administration Assistants

If reasonable force is necessary the following three criteria must be used:

1. The circumstances of the particular incident warrant it.
2. The degree of force must be in proportion to the circumstances.
3. The age, understanding and sex of the pupil taken into account.

The forms of physical intervention that may be taken are:

- Physically interposing between pupils.
- Standing in the way of a pupil.
- Holding.
- Leading a pupil away from an incident by the hand or by gentle pressure on the centre of the back.
- In extreme cases more restrictive holds may be used.

Force that will **NEVER** be used:

- Slapping.
- Forcing limbs against joints.
- Holding by the hair or ear.

Example of situations where physical restraint may be used:

- A pupil attacks a member of staff or another pupil.
- Pupils are fighting.
- A pupil is engaged in, or is on the verge of committing, deliberate damage or vandalism to property.
- A pupil is causing, or at risk of causing, injury or damage by accident, rough play, or by misuse of dangerous materials or objects.

Please note that the judgement on whether to use force and what force to use should always depend on the circumstances of each case.

If ever a pupil has been physically restrained the incident will be recorded as quickly as possible (and in any event within 24 hours of the incident) by the person/s involved in the incident. The following information will be detailed:

- Name of pupil involved.
- Names of staff involved.
- Time of incident.
- Place of incident.
- A description of what happened prior, during and after the event.
- The strategies used to diffuse the situation.
- The reason for using physical intervention.
- Type of physical intervention used.
- Name of witnesses.
- Signed witness statement.
- Details of any injuries or damage received and treatments administered.
- Pupil's response.
- Details of the debrief with the pupil and parent/carer.
- What could be done differently next time?

The incident report will be kept in an incident book in date order. After any recordable incident, parents should always be informed. The Headteacher will report any recordable incidents to the Chair of Governors.

The procedure for post incident support is as follows:

- Immediate physical welfare of pupils and staff by the school's named First Aiders. At Notley Green Primary School this is Wendy Haxell, Lynsey Barry, Leigh Calder, Carla Hodgkins and Katherine Pryke; and at Cann Hall Primary School this is Mrs Louisa Hudson, Mr Colin Edwards, Mrs Michelle Glover and Mrs Cris Edwards. First aid will be administered as appropriate and an ambulance will be called if necessary.
- If necessary photographic evidence of the injury will be collected (permission of the injured party and their parents/carers will need to be obtained prior to the photograph).
- The Headteacher will nominate a member of staff, usually the Lead Pastoral Mentor to support the child. If appropriate the Headteacher will endeavour to recommend channels of support for staff involved as necessary.

In addition to our principles and procedures for emergency or unplanned use of force which occurs in response to unforeseen events we appreciate there may be individual pupils who may need planned intervention programmes in place. Planned intervention programmes at each school include:

- An individual risk assessment.
- Procedure for dealing with pupils in distress.
- A Pastoral Support Plan (PSP).

Procedures regarding risk assessment:

When a member of staff believes that a pupil in their care is at risk in causing harm to themselves, others or property they must write their concerns down and hand this into the Headteacher immediately. It is then the responsibility of the Headteacher to implement the following procedure within 24-48 hours.

1. An investigation will be made by the Headteacher or member of the SLT this will include:
  - Examination of the behaviour forms for that pupil.
  - An interview with the member of staff expressing concern.
  - A discussion with the pupil.
  - If necessary a discussion with the pupil's parent/carer.
2. Action taken to de-escalate the pupils' behaviour could include:
  - Pupil being put on a report card system.
  - An individual risk assessment for the pupil concerned will be made by the teacher who reported their concerns and a member of the SLT.

Procedure for dealing with pupils in distress:

If a pupil is upset and needs comfort and reassurance, staff must take the following points into consideration:

- A suitable location should be found for this meeting to take place. The door to the room should be left open at all times and if possible another member of staff should be present.
- A record of the conversation and any actions taken to give reassurance should be written and handed to the Headteacher at the soonest possible time

- The Headteacher will keep all such records confidential and will allocate appropriate additional support if necessary.
- If unsure of how to continue at any time in the procedure, staff should always ask advice.

**An individual Care Plan:**

The responsibility for writing Care Plans for pupils with medical and/or special Educational Needs is delegated to the SENCo and Health and Safety Officer. A meeting will be held with relevant professionals and staff who will assist the child in implementing the Care Plan. The school has a format for recording Care Plans which are shared on a need to know basis.

**A Pastoral Support Plan:**

It is necessary for SEN records to be consulted before writing the plan as it is likely the pupil will already have an Individual Education Plan. All staff involved in implementing a plan should be consulted on and informed in detail of the plan with due consideration to matters of confidentiality.

**Complaints and Allegations:**

In the event of a complaint the Headteacher will respond in light of the school policy and procedure. If the parents choose to appeal against the Headteacher's response then a panel of governors may be convened.

**Further Information:**

Please refer to the 'Use of Reasonable Force Guidance' held in the Headteacher's office.

**Incident Form – Control or Restraint**

Name of pupil/s involved:	Name of Staff involved:
Date and time of incident:	Place of incident:
<b>A description of events prior, during and after the incident:</b> <b>Please address the following questions/statements:</b> Was the pupil warned prior to any physical intervention? Why was physical intervention used? What physical intervention was used? What strategies were used to diffuse the situation? Details of any injuries or damage and treatments administered. What was the pupil's response?	
Details of debrief with pupil, parents/carer:	
Name of Witness:	
Is the signed witness statement attached?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Reflection:</b> What could be done differently next time?	